

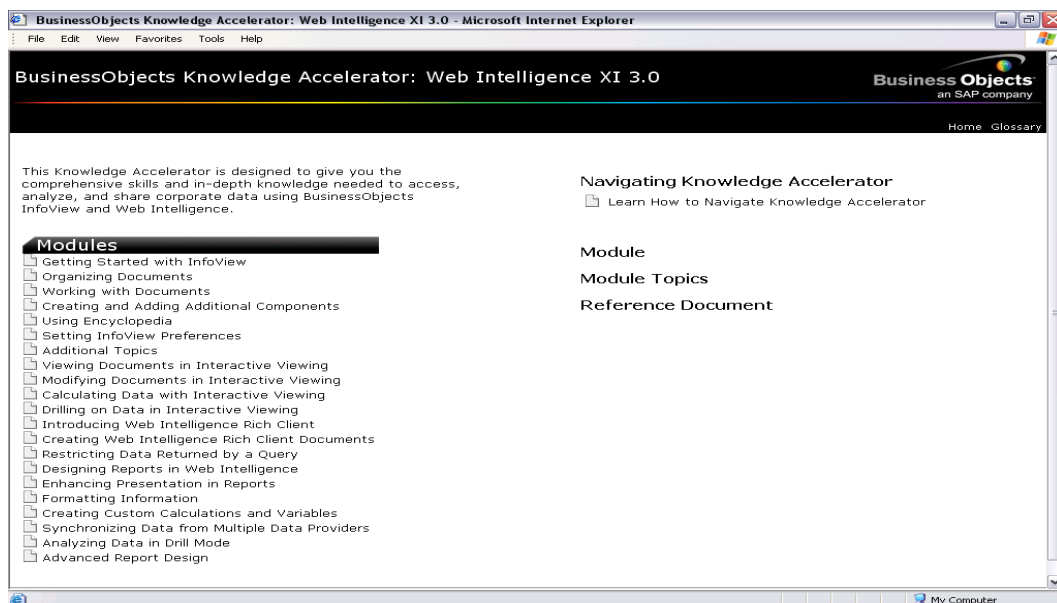
Welcome to the BusinessObjects Knowledge Accelerator

This document will show you how to:

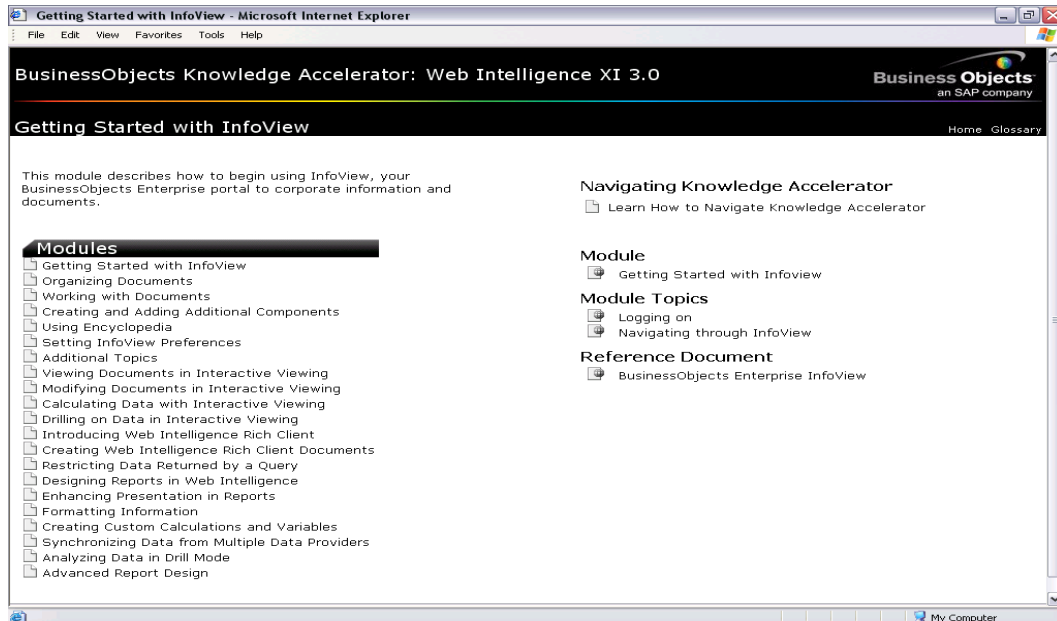
- Navigate using the Outline pane to view the course's modules and lessons
- Select a Playback Mode
- Access Resources

The Knowledge Accelerator Home Page

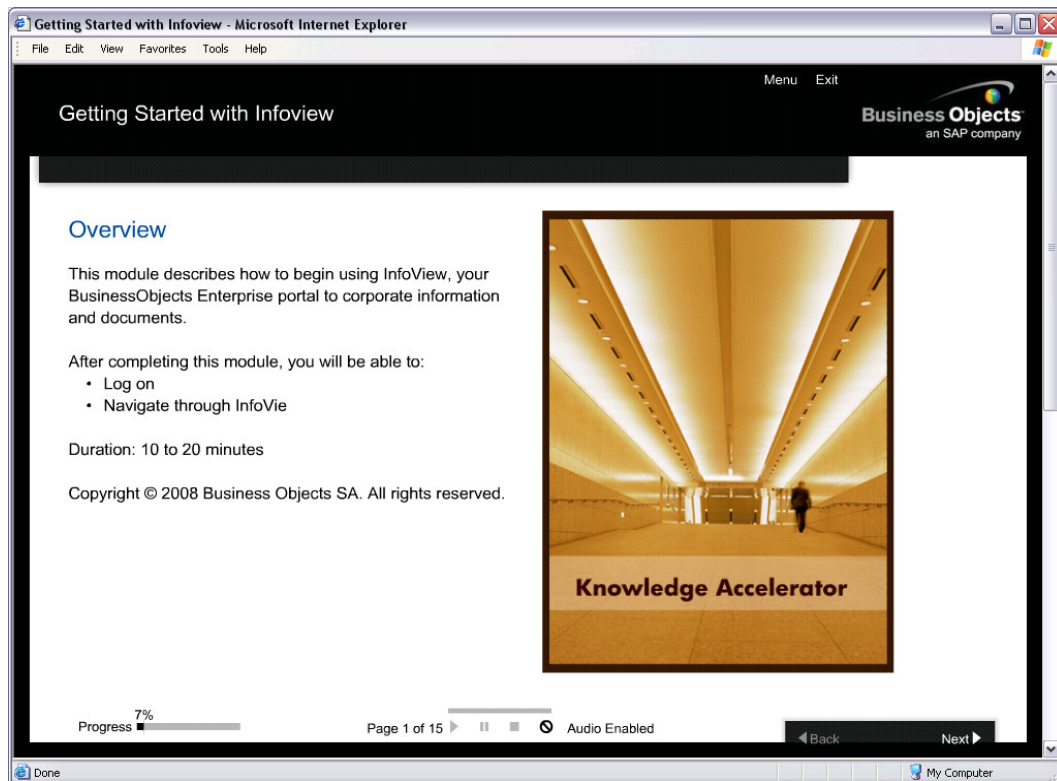
The home page gives the list of all the modules within the Knowledge Accelerator.



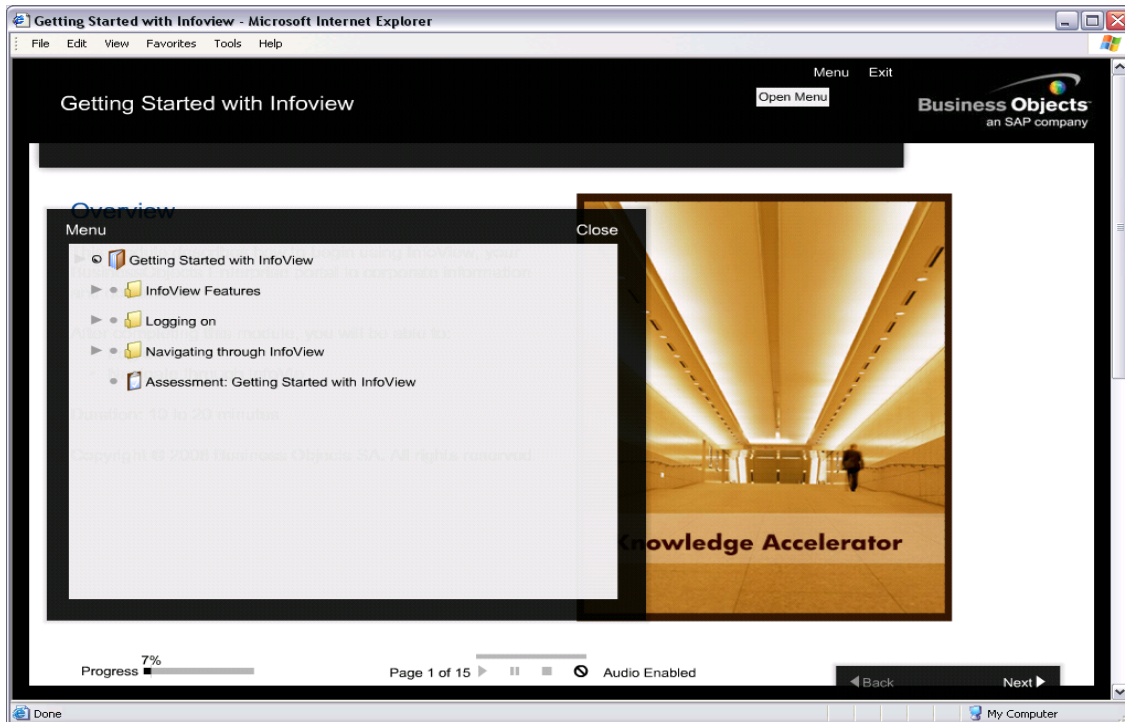
Once a user clicks on one of the modules from the list they will see the module topics and reference documents on the right hand side.



When a user selects the module from the right hand side Module list for example "Getting Started with Infoview" the user gets an overview of the module.



When the user selects the **Menu** at the top right hand side of the window they will get a fly out menu from the left hand side to navigate between topics. The user can also use the Back and Next arrows at the bottom right hand side. To exit the lesson the user can click at the top right hand side of the window.

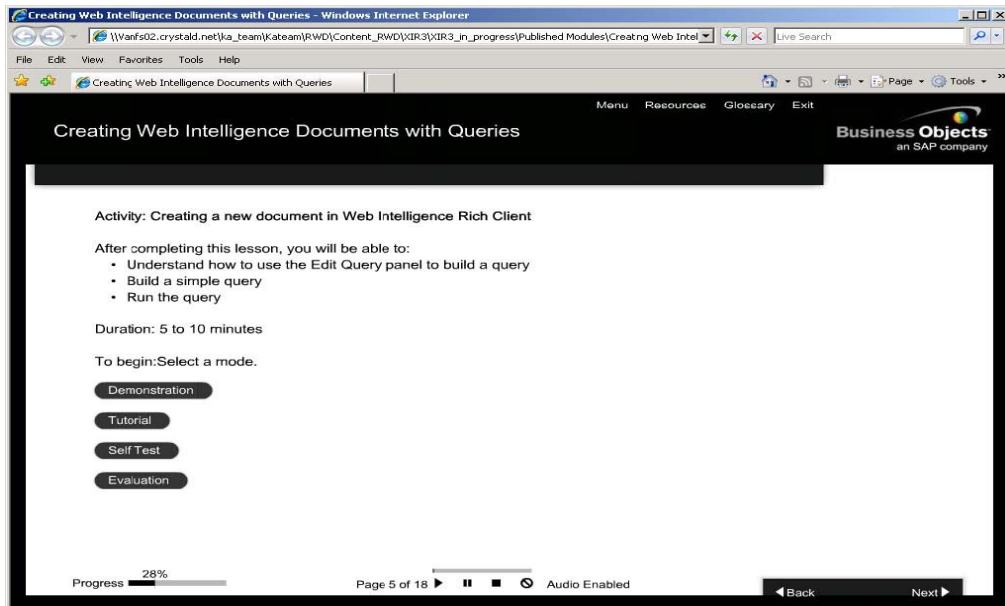


Play back Modes

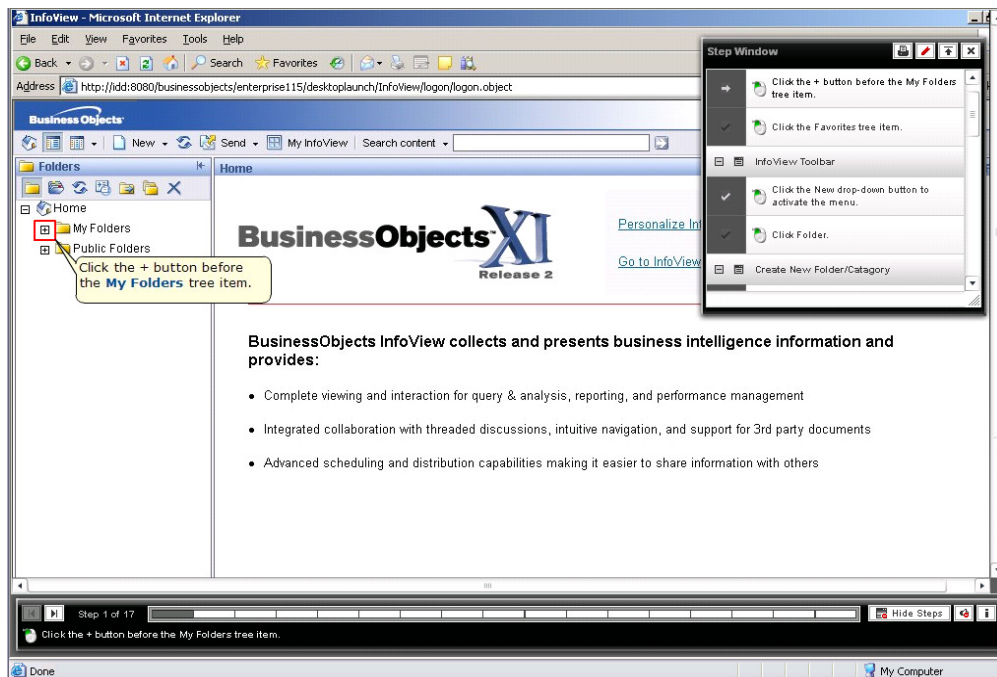
When the user selects a topic they will be given an activity to facilitate the learning. The activity may contain four playback modes:

- **Demonstration:** enables you to watch an animated demonstration of the task.
- **Tutorial:** enables you to interact with a simulated BusinessObjects application.
- **Self Test:** enables you to test your knowledge prior to the evaluation.
- **Evaluation:** enables you to test your knowledge by performing the task without any prompts.

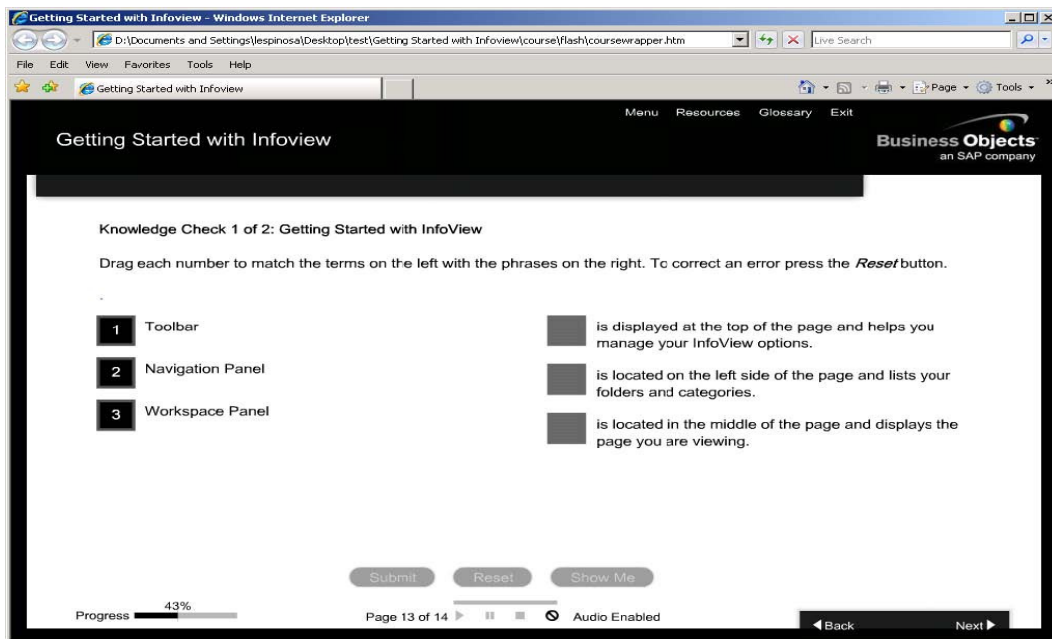
Note: You do not need to install the Business Objects software or sample reports to complete these activities.



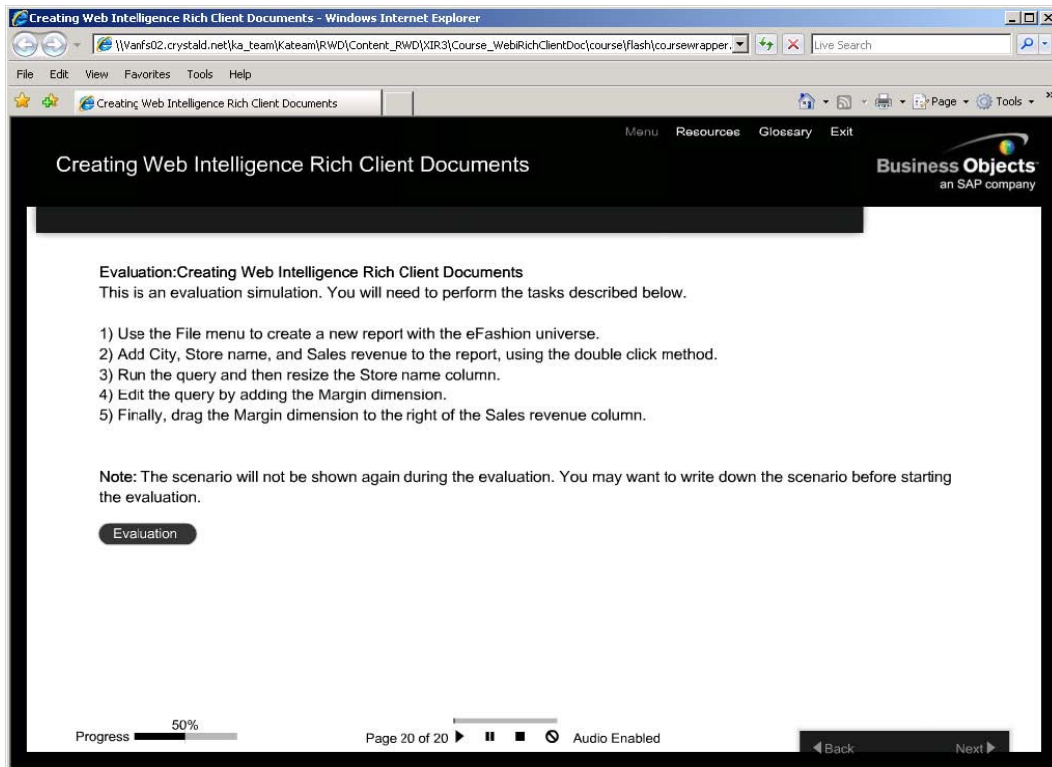
Within an activity the user has the ability to print out the Step Window list or hide the list from the Step Window toolbar.



Once the activity is completed the user may be presented with an Assessment which contains Knowledge checks and an Evaluation activity. The knowledge check allows you to test your skill level using different types of quizzes. The types of quizzes may be multiple choice, drag and drop or fill in the blank type questions.

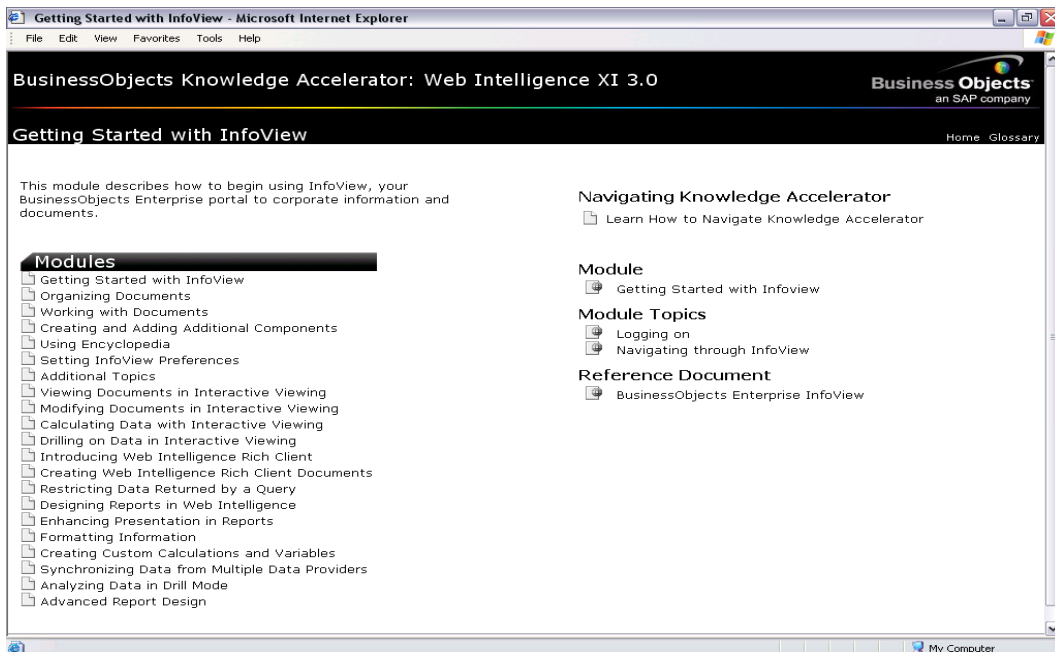


The evaluation activity contains a scenario at the beginning of the activity. The scenario only appears at the beginning of the activity so the user will need to write down the scenario information.



Access Resources

The Knowledge Accelerator contains reference documentation for users needing additional information such as user guides or work instruction documents that outline an activity. To access these resources the user can select the information under the **Reference Document** heading.



If a user wants to view the work instruction documents for a particular topic the user can select the topic from under the **Module Topics** heading and will then have the ability to print it (as HTML or PDF) or access the activity by selecting the drop down menu from the top right hand corner of the screen.

